



F. Scott Fitzgerald Theatre at Rockville Civic Center Park & Social Hall

603 Edmonston Drive, Rockville MD 20851

Phone: 240-314-8660 / Fax: 240-314-8669

LOCATION & BUSINESS OFFICE

F. Scott Fitzgerald Theatre at Rockville Civic Center Park
City of Rockville, Maryland
603 Edmonston Drive, Rockville MD 20851

Rockville Civic Center Business Office
Monday to Friday, 8:30am – 5pm
Phone: 240-314-8660
Fax: 240-314-8669

Theatre Box Office
Tuesday to Saturday, 2pm – 7pm and prior to performances
Phone: 240-314-8690
Fax: 214-314-8669

For general inquiries, please e-mail theatre@rockvillemd.gov.

Recorded Direction Information: 240-314-5004

Website: www.rockvillemd.gov/theatre

GENERAL THEATRE CONTACT INFORMATION

Paige Janzen, Civic Center Superintendent
Office hours vary – Theatre tours by appointment only
Phone: 240-314-8661
E-mail: pjanzen@rockvillemd.gov

Daniel Mori, Theatre Production Specialist
Office hours vary – Theatre tours by appointment only
Phone: 240-314-8664
E-mail: dmori@rockvillemd.gov

Tammy Enright, Box Office & Marketing Manager
Tuesday to Saturday, 2pm – 7pm and prior to ticketed performances
Phone: 240-314-8692
E-mail: tenright@rockvillemd.gov

F. Scott Fitzgerald Theatre at Rockville Civic Center Park & Social Hall

THEATRE FACILITY GENERAL INFORMATION

The F. Scott Fitzgerald Theatre is owned by the City of Rockville and operated by the Department of Recreation and Parks. Our Theatre is the perfect venue for events such as plays, musicals, dance, concerts, award ceremonies, seminars or your unique event.

The F. Scott Fitzgerald Theatre rental area consists of:

- **A 446-seat Theatre** with a proscenium thrust stage that is 40' wide x 30' deep plus an orchestra pit area in front of the stage that can be used for musicians or be covered by a stage extension/thrust installed at stage level, at a level two steps down, or at house floor level.
- **An oversized Lobby** that includes access to the Box Office, standing room for 200 to mingle, restrooms, and a built-in concession counter and support area with a sink and refrigerator.
- **A backstage area** that includes a green room space and two dressing rooms, each with their own restrooms. Please note that our Theatre does not have a fly system.

Renting the F. Scott Fitzgerald Theatre includes:

- Access to Box Office & Marketing services. The fee is based on a per ticket charge of \$3 for regular sales or \$.75 for printed complementary tickets used by the renting organization.
- One Theatre Technician on-site throughout all contracted hours to provide support for your event. Additional technicians are available for an additional fee.
- One Theatre House Manager for front of house during performance times.

A large Social Hall on the lower level of the building is available as an additional rental if needed for extra rehearsal space, breakout sessions, extended cast dressing area, or a reception to follow your Theatre event. Note: This area also currently serves as the public ADA pass through to the Theatre elevator.

Depending on the date and time and your needs, some rental periods may have restricted stage/backstage access that may only include:

- Half stage configuration (40 feet wide by 15 feet deep). The mid-stage black curtain would be drawn to conceal stage sets and the cyclorama.
- Only one of the two dressing rooms may be available.

RENTAL RATES

Rental fees are established per a fiscal year calendar starting July 1st and ending June 30th.

Rental fees are based on an hourly rate with a 4-hour minimum. (Note: the average rental is 6 to 8 hours.) Rental time must include: load in, tech time for sound and lights, rehearsal, event, clean up, removal of props, set, costumes, and any other event related equipment.

Rental fees are established per the following categories:

- Rockville Public (501C3 & business office in City of Rockville)
- Rockville Private (tax paying resident within the City limits)
- Non-Rockville Public (501C3)
- Non-Rockville Private



F. Scott Fitzgerald Theatre at Rockville Civic Center Park & Social Hall

RENTAL RATES valid until June 30, 2016

	Monday - Wednesday	Thursday and Sunday Friday until 5p.m. Saturday until 5p.m.	Friday after 5p.m. Saturday after 5p.m.
Non-Rockville Private	\$245	\$395	\$475
Rockville Private	\$215	\$340	\$400
Non-Rockville Public	\$185	\$300	\$375
Rockville Public	\$150	\$265	\$340

Plus, \$500 security deposit per performance date + \$750 down payment.

HOLD POLICY

After discussions with Civic Center staff to ensure that a specific rental block of time is available and will meet your event needs, the F. Scott Fitzgerald Theatre will hold dates on a first-come, first-served basis for 4 business days. Upon request within those same days, a contract will be sent. You will have 10 business days to review the contract, request any modifications, sign and return the agreement with down payment.

SECURING A DATE

A signed contract accompanied by a down payment of \$750 will secure a date on the F. Scott Fitzgerald Theatre calendar.

CONTRACTING POLICIES

Contracts for events at the F. Scott Fitzgerald Theatre and Social Hall may be booked up to 15 months in advance by non-incorporated City of Rockville organizations or residents and up to 18 months in advance by incorporated City of Rockville businesses or residents.

An incorporated Rockville business is any organization located with an active operating office address within the corporate City of Rockville limits. An individual who lives in or who owns property within the corporate limits of the City of Rockville and is paying taxes to the City of Rockville is a resident. Please note not all Rockville mailing addresses are within the incorporate limits of the City of Rockville.

A contract for event use of the F. Scott Fitzgerald Theatre includes exclusive use of the Theatre, access to Box Office services for ticket sales, a Rockville technician throughout your time in the Theatre, and a house manager during performance(s).

All renters must adhere to all Theatre House rules and regulations.



F. Scott Fitzgerald Theatre at Rockville Civic Center Park & Social Hall

PAYING CONTRACT BALANCE

The entire contract balance is due 60 before the contracted event date and final walk through. Payment can be submitted by check, money order or by a MasterCard or Visa credit card. Personal checks and money orders should be made payable to City of Rockville.

A \$500 refundable security deposit is also collected at this time and may be refunded at the discretion of the Theatre Supervisor and Civic Center Superintendent if there is no overtime, damages, clean-up of property, and/or our City of Rockville or F. Scott Fitzgerald Theatre and Social Hall policies and rules are followed.

If the security deposit is paid by personal check or money order, the security deposit, if refunded, will be a check issued by the City of Rockville to the person whose name is on the contract. If the security deposit is paid by MasterCard or Visa, the security deposit, if refunded, will be credited back to the credit card used to make this payment, provided that card has not expired.

FINAL WALK THROUGH & THEATRE USE PLAN

A final walk through with Theatre staff is required 60 days prior to your event. At this walk through, the following plans for your use of the Theatre will be established. The final walk through must include the producer, director, designers and caterer for the event and entails the following review of policies and procedures:

Review of Theatre house rules & procedures

Creation of detailed plan for use of Theatre equipment needed to support your event. The plan will include an understanding of what will be provided by the F. Scott Fitzgerald Theatre and what you will be responsible to bring to the Theatre.

Theatre user's final plans must identify use and set-up for:

- Stage
- Lights
- Sound
- Technicians
- Areas to be used within the building:
 - Full stage, mid-stage or front of curtain stage
 - Stage thrust & and what level
 - Steps to the front of the stage
 - Dressing Rooms
 - Prop Room
 - Loading dock
 - Lobby
 - Social Hall

Event-related deliveries and removal of all items must be completed within the contracted time.



F. Scott Fitzgerald Theatre at Rockville Civic Center Park & Social Hall

FINAL WALK THROUGH & THEATRE USE PLAN (continued)

Please note:

- A limited use of tables and chairs can be provided at no cost.
- Most lighting and sound support needs are provided within the standard rental fee.
- Some additional equipment and services are available for a fee per item basis.

CANCELLATION POLICY

Change of event date(s) is considered a cancellation. The Civic Center Manager may approve a change of date that is not considered a cancellation; a \$500 fee for each date change will apply.

Cancellations must be received in writing from the person whose name appears on the signature line of the contract. The cancellation date is the date that the written notice is received in the Rockville Civic Center business office.

When cancellation occurs more than 120 days prior to any event date or less than 120 days prior to any event date (up to the 60 day mark), the F. Scott Fitzgerald Theatre will retain the \$750 down payment.

For cancellation 60 days or less before any event date, the entire facility rental fee will be retained by the F. Scott Fitzgerald Theatre. The \$500 security deposit will be refunded for each cancelled event date.

BOX OFFICE & MARKETING

We encourage you to utilize the F. Scott Fitzgerald's full-service box office and ticketing services. It's a great way to reach your potential audience in Rockville, Montgomery County, and the greater DC-area.

In conjunction with Tickets.com, our Box Office will provide sales and marketing support for your event, including placement on the City of Rockville and Theatre websites, our social media accounts, and email promotion to our theatre's patron database. Additionally, we will include your event in all F. Scott Fitzgerald Theatre marketing initiatives, including print publications, special-interest websites, and local events calendars.

In exchange for marketing and ticketing services, The F. Scott Fitzgerald Theatre will retain \$3 of each ticket sold online or at the box office, and remit all additional ticket profit back to your group. Should your group sell tickets via other channels and/or arrange complimentary tickets, a \$0.75 per ticket printing fee applies.

In addition to publicity, increased visibility, and online sales support, your group will receive a manifest of all event buyer information at the conclusion of the performance.

The opportunity to display up to three (3) public appropriate event posters in the Theatre Lobby is offered to every user group presenting to a public audience. The suggested size for posters is 20" x 30". Posters as well as brochures or fliers are welcome up to three months prior to the event.

F. Scott Fitzgerald Theatre at Rockville Civic Center Park & Social Hall

BOX OFFICE & MARKETING (continued)

If your event is using the stage thrust or steps to the front of the stage, the seats in the first row of Theatre seats may be impacted and removed in order to meet fire code regulations. It is imperative that the Box Office be informed of use of the steps or thrust in order to ensure sale of only appropriate seats.

The F. Scott Fitzgerald Theatre has an exclusive contract with Tickets.com for all online sales. You may market events online and direct buyers on how to contact your organization for information (i.e., call or email for information and to purchase tickets), but may not sell online through any provider other than Tickets.com. In addition to providing marketing services, our box office will also set up your online sales with Tickets.com and provide you with the sales link.

Groups may opt out of using the marketing and ticketing services at the F. Scott Fitzgerald Theatre by paying a \$300 per event cost-recovery fee.

THEATRE EQUIPMENT AVAILABLE

The following equipment is available at no additional charge for your event in the Theatre.

Tables

Rectangular – 30" x 72" with 30" drop

Round - 6' in diameter, 5' in diameter

Chairs

Musician chairs

Metal folding chairs

Music Stands

Standard adjustable music stand

Note: we do not provide music stand lights

Pianos

Concert Grand - for use on stage only

Standard upright - available for use in orchestra pit, Lobby or Social Hall

Note: Piano tunings will be arranged upon request. Theatre staff will make the arrangements and the renting group will be charged market price for the service.

Steps from Stage to Theatre house

Two sets are available - one for stage left and one for stage right

Note: when using steps during an event – the first row of Theatre seats on each side must be removed to maintain passage for fire code compliance.

Stage Soft Goods

Main drape, cyclorama, mid stage curtain and four legs stage right and left.

Note: All four wing legs located on the stage left and right have a track and can move on and off stage. The height from the stage floor to the bottom of the teaser above the stage is 12'.

F. Scott Fitzgerald Theatre at Rockville Civic Center Park & Social Hall

THEATRE EQUIPMENT AVAILABLE (continued)

Clear-Com Headset (up to 4 at no charge)

The Theatre is equipped with a hardwire Clear-Com headset system.

Headsets and belt packs are normally located:

- | | |
|-----------------|-----------------|
| 1 - stage right | 1 - light board |
| 1 - stage left | 1 - sound board |

Lights

The Theatre lighting console is an ETC Ion. The Theatre house lighting plot should provide enough lighting for your event. We ask that you provide our light plot to your lighting designer for review and suggested modification. We understand there may be special lighting needs desired for your event. We are willing to work with you and your light designers to incorporate hanging additional lights. However, all hanging, focusing and gelling must be done by the Theatre staff.

Notes: One hour of lighting adjustments are included in your rental contract. An additional charge of \$50 per hour will be made for time spent beyond one hour to install and/or to remove lights to and from the house plot for your event, along with the additional rental fee charged.

Rental groups must supply their own:

- Gels
- Spike tape, including glow tape.
- Gobos

Spotlights

The Theatre has one HMI 1200 watt follow spot located in the tech booth, which is available at no additional charge. User groups are asked to provide their own spot operator. The City Theatre technician on duty during your rehearsal(s) will train your volunteer(s) on how to operate the spotlight.

Sound

The F. Scott Fitzgerald Theatre has the following house sound system to support your event. Renters are required to use the house sound system as set up by the City of Rockville. Sound adjustments within one hour of service are covered within your rental fee. Changes requiring additional time will be charged at \$50 per hour during with rental time.

The house sound system consists of front/left/center/right with additional delay speakers.

Allen & Heath 40 channel soundboard

- 1- Dual tape cassette player
- 1- 5 Disc CD player
- 1- Mini disc player
- 1- CD Recorder

The **speaker system** is designed to fill the entire theatre. The speaker layout is as follows:

- 2 – Front center above proscenium
- 2 – Front left/right
- 4 – Speakers located in the center of the house (Delay 1)



F. Scott Fitzgerald Theatre at Rockville Civic Center Park & Social Hall

THEATRE EQUIPMENT AVAILABLE (continued)

8 – Speakers located at the rear of the house

2 – Subs (1 house left, 1 house right)

4 – Floor monitors above stage split left/right

Note: There are no FX (effects, reverb, flange, etc.) units available; groups wishing to use them should bring their own.

2 – 12 Channel snakes

1 located stage left, 1 located stage right, both run up to the main board

12 sends, plus 4 returns

Microphones

4 – SM 58

3 – PCC Floor

Microphone cable and stands included for in-house equipment

Limited hanging and wireless available with a fee

Floor Monitors

Available upon request and for a fee

Portable PA System

Available for a fee

The following equipment may be rented from the F. Scott Fitzgerald Theatre. All prices are per single item, per event:

\$400 Stage Extension Thrust and Edge extensions – full stage width

Note: Use of this stage extension will mandate removal of the first row on each side of the Theatre to ensure fire code compliance.

\$300 Stage Extension Thrust – sized to cover orchestra pit only

\$200 LCD front projector

\$300 Dance Floor (Marley-type)

\$100 CD recording per show

\$75 Per floor monitor

\$25 Wireless lavalier microphone

\$25 Wireless hand held microphone

\$25 Portable CD/Tape player

\$20 Clear Com hardwire headset (to augment the 4 free)

\$25 Wireless Clear Com intercom (up to 3)



F. Scott Fitzgerald Theatre at Rockville Civic Center Park & Social Hall

THEATRE EQUIPMENT AVAILABLE (continued)

- \$20 Standing chorus riser
- \$20 Seated riser for musicians or choral groups
- \$20 Wanger 3-panel acoustic concert sound shell
- \$10 Per hanging microphone

THEATRE USE PLAN

A plan identifying all areas within the facility to be used must be submitted 8 weeks prior to the contracted event. This event plan may be submitted earlier and modified at the final walk through. The Theatre use plan includes:

Stage set-up

Set design or layout, use of thrust extension and/or stage steps, etc. This information is needed prior to ticket sales as use of steps or the thrust results in removal of some Theatre seats.

Sound & Lights

Identification of F. Scott Fitzgerald Theatre sound and light equipment to be used. Person(s) assigned to operate sound and light systems. Note: Any sound and light equipment being brought into the F. Scott Fitzgerald Theatre must be pre-approved by our Rockville Theatre staff.

Technicians

Theatre Technicians are needed for sound, lights, stage set-up, etc.

One technician will be provided by the City of Rockville during your contract hours. You must identify the number of additional F. Scott Fitzgerald Theatre technicians needed and the hours to be worked. Renters must also identify any of their own technicians being brought in and for what purpose.

Special Effects

Use of any special effects equipment such as smoke machines, strobes, moving lights, etc. must be identified and pre-approved by Theatre staff.

Deliveries and Removal of all event related equipment/supplies

All deliveries and removal of event supplies and equipment must be accomplished within the contract hours, unless special arrangements are made in advance with the F. Scott Fitzgerald Theatre administrative staff.

Lobby Coordinator

All Theatre events require a Lobby Coordinator. The rental group is responsible for providing this person. Responsibilities of Lobby Coordinator are described in the F. Scott Fitzgerald Theatre Rules and Regulations.



F. Scott Fitzgerald Theatre at Rockville Civic Center Park & Social Hall

THEATRE USE PLAN (continued)

Lobby set-up plan (submitted 8 weeks prior to event)

Your Theatre Lobby plan should identify whether you want the Lobby to remain open as is, or to include the set up of tables, chairs, etc. in support of displays, sales, performances, etc. Note: The Lobby must retain an open flow for the event audience members and access to Box Office.

Dressing Room & Green Room set-up

The Green Room and two dressing rooms, each with a restroom are provided. Renters should identify who will be using these spaces and if any specific equipment is needed for the space.

Social Hall use (established at time of contracting Theatre space)

There is an additional fee for use of the Social Hall. Social Hall use plan must state:

- Set up plan for tables, chairs, equipment, etc.
- Staff need
- Time of use

Production/Stage Manager

All Theatre events require a Production/Stage Manager. The rental group is responsible for providing this person. Responsibilities of the Production/Stage Manager are described in the F. Scott Fitzgerald Theatre Rules and Regulations.

Ushers – minimum of 4 suggested, 2 required

All Theatre events must have ushers at both Theatre house entrances off the Lobby. Ushers must perform the duties as listed in F. Scott Fitzgerald Theatre Rules and Regulations.

HOUSE RULES & REGULATIONS

The following rules and regulations must be adhered to by all the members of the renting organization as well as the visiting audience members.

TIME OF USE

All delivery of event equipment, set-up, rehearsal, actual presentations, clean-up from the event and removal of all event related equipment brought in by the user group must be accomplished within contracted hours. Exceptions to this policy must have prior written permission of the F. Scott Fitzgerald Theatre staff. Any request for extending rehearsal or technical time in the Theatre must be made at least 7 days prior to the use and must be approved by the Theatre staff.

INSURANCE

All users must obtain and maintain liability insurance from an A+ rated carrier (by A.M. Best) licensed to do business in the State of Maryland, at their own expense, for the mutual benefit of both the user and the City. The user shall obtain and keep in full force and effect, at user's sole cost, for the mutual benefit of the City and the user, comprehensive broadform general public liability insurance against claims and liability for personal injury, death or property damage arising from the use (including the event and all related activities), providing protection of at



F. Scott Fitzgerald Theatre at Rockville Civic Center Park & Social Hall

HOUSE RULES & REGULATIONS (continued)

least one million dollars (\$1,000,000) for bodily injury or death for any one person; at least one million (\$1,000,000) for any one accident or occurrence and at least one million dollars (\$1,000,000) for property damage. The policy must specify no deductible and include a provision for volunteer accident coverage.

The policy shall add as insured, by endorsement, the City of Rockville and its elected and appointed officials, officers, employees, agents, and representatives. The policy shall also contain language to the effect that: (1) the insurer waives the right of subrogation against the City and the City's elected and appointed officials, officers, employees, agents, and representatives; and (2) the policy is primary and non-contributing with any insurance that maybe carried by the City; and (3) the policy cannot be cancelled or materially changed without thirty (30) days notice by the insurer to the City by certified mail to: Safety and Risk Manager, City of Rockville, 111 Maryland Avenue, Rockville, Maryland 20850.

User shall furnish a copy of said insurance policy or certificate of insurance to the Civic Center no later than thirty (30) days prior to the event, and shall maintain such insurance throughout the period during which the event and related activities occur. The language for the Certificate of Insurance shall state as follows: The City of Rockville, its elected and appointed officials, employees and volunteers are included as insured. This coverage shall be primary and City insurance shall not be contributory. There shall be no subrogation against the City. No cancellation or material change shall be made without thirty (30) days written notice to the City by certified mail.

Certificates are subject to review and approval by the Safety and Risk Manager for the City of Rockville. **Failure to provide proof of adequate insurance will result in cancellation of the user's contract and retention of the entire facility rental fee.**

COMPLIANCE WITH LAWS

The Fitzgerald Theatre is a City of Rockville owned and operated facility, supported with taxpayer funds. Therefore, no activities in violation of Federal, State, or Local laws, ordinances, rules or regulations shall be permitted inside the theatre or on the grounds.

ROYALTIES

The user is responsible for all royalty fees, such as BMI, ASCAP, or SESAC and/or dues to AEA, AFTRA, or other union dues that may be required.

SMOKING IS PROHIBITED

No smoking is allowed in the facility or within 50 feet of any entrance.

AMERICANS WITH DISABILITIES ACT (ADA)

Compliance with Federal ADA standards as they pertain to a performance is the responsibility of the rental user group. For example, if a Sign Language Interpretation is requested, it must be provided for public performances. The cost for providing this service is the responsibility of the



F. Scott Fitzgerald Theatre at Rockville Civic Center Park & Social Hall

HOUSE RULES & REGULATIONS (continued)

user group. However, the Theatre staff can assist user groups in arranging such accommodations. Note: sixty (60) days advance notice may be needed to coordinate interpreters.

Potential accommodations include but are not limited to: conversion of printed programs and other materials to alternate formats such as large print, electronic, Braille, or audiotape; arrangements for Point-to-Point Paratransit (i.e. someone to push a wheelchair); and, arrangement for descriptive interpreting for blind persons. The Fitzgerald Theatre is equipped with Assisted Listening Devices, wheelchair-accessible parking and seating. For specific information on available services or to discuss special accommodation requirements, contact Kim Haug, Theatre Supervisor.

NON-DISCRIMINATION

Users may not discriminate against any person because of sex, race, color, ancestry, religious creed, national origin, disability, age, marital status, or sexual orientation.

CAPACITY

The maximum seating capacity for the Theater audience chamber is 464. Due to state laws and fire code regulations, the audience can't exceed this seating capacity. Every person entering the theater must be counted for and allocated a seat, including small children and infants. Seating arrangements (other than fixed seating) must be approved in advance with theatre staff.

SEATING ON STAGE

Audience members are not permitted to sit on-stage during performing arts events. Any exceptions must be approved by the theatre staff prior to the performance and must comply with all applicable fire and building codes.

SAFE EGRESS

All exits and aisles must remain clear and unobstructed. All equipment must be kept clear of all entrances, passageways, and stairways. Exit lights cannot be covered, obscured, or disconnected. Access to utility areas (fuse panels, Amp room, etc.) must be kept clear at all times.

STAGE AREA

The F. Scott Fitzgerald Theatre is a clean performance space and may not be used as a shop space. No construction is permitted inside the venue. All work must occur prior to load-in, or must be done outside the loading dock door in the drive; that door must remain closed in order to keep dust from blowing inside the venue. Painting is not permitted onstage and is only permitted in the loading dock area when painting outside is not an option (ie: rain, temperature, weight of item being painted). Please ask for approval of theatre staff prior to painting anything inside the venue. Painting directly onto the stage floor is not allowed without prior written approval. If approved, the additional costs - including restoration, if necessary - must be paid in advance.



F. Scott Fitzgerald Theatre at Rockville Civic Center Park & Social Hall

HOUSE RULES & REGULATIONS (continued)

The floor of the theatre is two layers of ¼" Masonite overlaid onto tongue and groove hardwood on sleepers. All fasteners must be discussed with city staff prior to being installed. Smaller screws into the floor are typically acceptable. A stock of improved stage screws are kept on hand to support needs of larger fasteners. The user group is responsible to cover the costs for the any damage to the floor from fasteners or other use.

SAFE USE OF EQUIPMENT

If you are unfamiliar with any piece of rigging, lighting, sound or other stage equipment, do not use it until you have received instruction in its safe operation. Do not operate any tools or equipment if safety devices have been defeated or removed.

We do not provide appropriate safety equipment (ie: ear plugs, safety goggles, gloves, respirators, etc.), but strongly users provide this equipment to their crew.

LIGHT & SOUND

Any adjustments to sound, lighting, staging, and soft goods must be approved by the theatre staff. Failure to gain approval from the F. Scott Fitzgerald Theatre staff may result in additional charges. Any lighting, sound, drapes or other house equipment that is moved, removed, refocused, or disconnected are to be restored immediately after the production closes and within the group's rental time, unless prior arrangements have been approved by theatre staff.

LIGHTING

All lighting instruments hung overhead are required to have safety cables. Wiring of special lighting must be done according to accepted safety standards and codes and be approved by theatre staff. The user group is required to restore all lighting during strike.

RIGGING

All overhead rigging is to be done according to accepted safety standards, with rated hardware, and inspected and approved by theatre staff in advance of installation.

VIDEOTAPING

Permission from the presenting organization must be obtained prior to any videotaping in the Theatre. Copyright laws, as well other related laws, must be respected. The user group is responsible for the compliance of these laws by individuals and audience members. User groups are expected to provide a statement about videotaping in their program. Locations for videotaping must be coordinated with staff in advance.

STROBES

Strobes may be used on stage. Please note that giving audience members notice about strobes is required by law. Therefore, they must be identified in your Theatre Use Plan, communicated to the Box Office staff prior to ticket sales, acknowledged in the program, and signs must be displayed in the Theatre Lobby to notify and warn audience members who are sensitive to strobes and/or prone to seizures.



F. Scott Fitzgerald Theatre at Rockville Civic Center Park & Social Hall

HOUSE RULES & REGULATIONS (continued)

ATMOSPHERIC EFFECTS

Smoke, fog, or hazer machines are allowed on stage, but *must be operated under the direction of Theatre staff*. User groups must ensure that the effects do not set off the smoke alarms. Signs must be posted in the Lobby identifying use of smoke, fog, or hazer machines to the audience members.

FACILITY USE

City of Rockville theatre staff has the final authority over the use and the manner of use of both the facility and any provided equipment. This venue is suitable for events with seated audiences only. We do not permit events that are primarily for dancing patrons.

USE/SUBLET

User may not utilize the space(s) for any purpose other than that which is specified in the theatre use contract. The user may not rent or in any way assign the F. Scott Fitzgerald Theatre to any other person or User.

FLAME/FIRE-PROOFING

All materials used for decorations and theatrical scenery, including all drops, must be treated in order to be rendered flame-retardant in accordance with the standards set forth by the National Fire Protection Act. Users are requested to provide documentation certifying that all materials meet this requirement. Without documentation, the management of the F. Scott Fitzgerald Theatre has the right and obligation to perform a field flammability test. This test requires a small sample of the material to be cut off for testing. Materials that fail the test cannot be used onstage. No scenic materials are to be stored backstage once a show has opened. Any and all flammable materials (including paint) must not be stored overnight backstage unless in an approved flammables storage container.

PYROTECHNICS AND OPEN FLAME

No pyrotechnics of any kind are allowed in the F. Scott Fitzgerald Theatre or Social Hall. On stage smoke effects or open flame must be approved in advance. Candles can only be used in the Theatre or Social Hall if written approval is given in advance by Theatre staff.

There is to be no use in or around the premises of any substance of an explosive, corrosive, or flammable nature without the express written permission of the Theatre staff. Any user shall not cause or produce to be caused therein, or to emanate from their equipment any unusual, noxious or objectionable smokes, gases, vapors, or odors. If a permit from the Fire Marshall is required, it is the responsibility of the producing organization to obtain it and comply with its terms.

WEAPONS

Weapons are not allowed at City of Rockville facilities. Weapons include objects or substances designed to inflict a wound, cause injury or incapacitate, including and without limitation and whether real, fake, disabled or rigged: all firearms, BB guns, air guns, pellet guns, switchblades, and knives with blades fixed or folding. This extends to any activity, class, rehearsal or



F. Scott Fitzgerald Theatre at Rockville Civic Center Park & Social Hall

HOUSE RULES & REGULATIONS (continued)

performance. Exceptions to this policy must have prior written permission from theatre staff in advance of your arrival at the Theatre.

GLITTER

The use of any type of glitter is highly discouraged and must be approved by theatre staff prior to being brought into the facility. Micro glitter is not acceptable (glitter smaller than a standard sequin) nor is loose glitter in most instances. Any glitter that is part of a set, costume, or makeup applique must be well adhered to avoid the glitter falling off onto the stage or stage curtains and also must be approved prior to use.

All users who bring glitter into this facility will be charged for cleanup. This will be billed to your event at the [minimum] additional cost of \$300. This cost could be higher as it is based on actual time involved to remove the glitter from the premises. It could be much greater if curtains need to be sent out for cleaning or if the glitter gets into audience seating. WE STRONGLY DISCOURAGE THE USE OF ANY GLITTER IN THIS FACILITY.

ANIMALS

Personal pets are not allowed in the Theatre facility. Animals participating in a stage performance must be pre-approved by Theatre staff and must be supervised at all times as well as caged when not on stage. Animal handlers must be identified to theatre staff. Working service animals are welcomed within the facility per existing laws.

SIGNAGE

All signs displayed inside the Theatre on any wall or other surface must be hung using “blue” painter’s tape that will not damage any wall surface. All signs for exterior display in the park must be pre-approved by Theatre staff for content, location and method to be used for display. No signs may be attached to street signs, lampposts or trees. The user group is responsible for all costs to fix any damage caused by using non-approved tapes/materials.

ENTRANCES & EXITS

All F. Scott Fitzgerald Theatre and Social Hall entrances and exits cannot be blocked or inaccessible in any way.

LOADING DOCK & DRIVEWAY

The drive to the loading dock is for use by delivery and pick-up related vehicles only. No parking is allowed on the loading dock drive at any time. The loading dock door should remain closed at all times other than a rental load-in or load-out.

STAGE ACCESS

The stage and backstage areas are for performers & technical staff only. Parents, relatives, and friends of anyone involved in a production are not permitted on stage at any time.



F. Scott Fitzgerald Theatre at Rockville Civic Center Park & Social Hall

HOUSE RULES & REGULATIONS (continued)

TECH CONTROL BRIDGE

Please do not exceed the max capacity of 6 people on the tech bridge at any given time. No food or drink of any type are allowed on the tech control bridge area at any time

STRIKE/END OF EVENT

It is the responsibility of the group after the final performance to clean up the stage and backstage areas. Spike tape must be removed from the stage and sweeping and mopping where appropriate should be done by the user group. Please see city staff on hand for direction. Failure to clean up after your event can incur additional charges for city staff to do this for you.

Drawings showing the stock layout of the backstage green room prop room, and dressing room spaces are posted and should be followed as a guide for restoration as part of the post-show load out/clean up

Remove all company property at strike. All scenery, properties and equipment belonging to a company is to be removed from the theatre immediately after the closing performance unless prior arrangements have been made with the building staff. All discarded materials must be removed from the premises. Materials discarded in the dumpster are to be cut up into pieces no longer than three feet or wider than two feet. Please leave the theatre in at least as good a condition as you found it. Additional labor required to restore and clean the stage and/or backstage areas to how it was when you arrived will be charged to the user group.

ACCIDENTS/ SAFE CONDITIONS

Please report accidents and equipment problems to city staff as soon as possible. Any accidents resulting in injury, no matter how small, must be reported immediately to the city staff. Any unsafe conditions or broken, damaged, or malfunctioning equipment must be reported to the city staff.

STAGE MANAGER

The rental user group is required to provide a Stage Manager for all events. Stage Manager responsibilities include:

- All aspects of the production – performers, crew, equipment, facility time management, and ensuring compliance of Theatre house rules and regulations and event communications to the Theatre staff.
- Must be on-site and provide oversight for the event load-in and load-out.

LOBBY COORDINATOR

The rental user group is required to provide a Lobby Coordinator for all events. Lobby Coordinator responsibilities include, but are not limited to:

- Must remain on-site throughout the entire event and **until all members of the public/audience have left the facility.**
- Overseeing ushers and ensuring they are performing their assigned duties, listed below.



F. Scott Fitzgerald Theatre at Rockville Civic Center Park & Social Hall

HOUSE RULES & REGULATIONS (continued)

- General oversight of audience members including addressing any issues regarding seating, medical emergencies and the HVAC system that may arise and working in coordination with the Box Office staff and House Manager to solve any such problems.
- Communicates with Stage Manager and informs audience when intermission has ended
- Merchandise or any other sales are handled in an appropriate manner.
- Oversight to all photography and videotaping by either the audience or rental group.

USHERS

The rental user group is required to provide ushers at both house entrances in the Lobby for all performances. A minimum of 2 ushers is required for general admission performances. A minimum of 4 users is required for performances with assigned seating. However, 6 ushers is highly recommended for well sold assigned performances. Usher responsibilities include, but are not limited to:

- Taking tickets, distributing programs and assisting audience members to their seats
- Ensuring no food, drink, candy or gum is brought into the Theatre.
- Overseeing the two Theatre entrances during intermissions.
- Overseeing that the house doors are not opened at an inappropriate times.

Note: The Box Office only sets aside seats for ushers as requested in advance.

OPENING ANNOUNCEMENT TO AUDIENCE

Every rental user group must make an announcement to the audience prior to their show/presentation that includes the following:

- Welcome to the F. Scott Fitzgerald Theatre.
- For your own safety, please locate the nearest exit. In case of an emergency – walk, do not run, to this exit.
- Please turn off your cell phone and electronic devices.
- NO food, drink, gum or candy is permitted in the Theatre house – enjoy these items in the Lobby only.
- Smoking is prohibited
- Photography and video rules at the discretion of the user group

PARKING

There are two free parking lots available at Rockville Civic Center Park. One parking lot is behind the Theatre, and the second parking lot is to the left when entering the Park. The second parking lot is shared with events at Glenview Mansion.

Depending on weather, additional field parking can be offered in the grass area adjacent to the parking lot behind the theatre.

- Theatre users expecting sold-out audiences and presenting large casts are asked to work with Theatre staff and their performers to make use of field parking or carpool to maximize the parking lots.



F. Scott Fitzgerald Theatre at Rockville Civic Center Park & Social Hall

HOUSE RULES & REGULATIONS (continued)

- Theatre users may also be requested to help provide parking staff/attendants to ensure Theatre guests are guided to appropriate parking spaces.

Parking in the drive directly in front of the Theatre is restricted to:

- Brief drop off or pick-up needs at events
- Box Office drop-in ticket sales
- Handicap parking in designated spaces

Any other parking occurring in this area or illegal parking anywhere in the park is subject to parking enforcement regulation by the Rockville City Police.

FOOD & DRINK RESTRICTIONS & RESPONSIBILITIES

Appropriate disposal of trash into trash cans and/or recycling bins is required of all rentals and their audience members. No red wine, cranberry juice, red or purple punches are allowed inside the facility. Food and Drink are only allowed in select Theatre spaces. This applies during any use including rehearsal, performance, etc.

Please refer to the list below:

- Lobby – food and drink permitted
- Theatre House – NO food, drink, (except water) and NO gum or candy allowed
- Main Stage & Wings – NO food or drink (except water) at any time
- Dressing Rooms & Green Room – Based on the discretion of the user group food and drink can either be permitted or restricted
- Social Hall – food and drink permitted

CONCESSIONS

The theatre user group is solely responsible for the provision and supervision of concessions for audience members. There is a concession area in the Lobby that includes a refrigerator and two coffee urns. The following rules apply:

- Concessions must be overseen by an adult who is not an usher or lobby coordinator.
- Appropriate handling of food and beverages for public consumption must meet the safety practices and regulations set forth by Montgomery County and the State of Maryland
- AED and First Aid must remain visible and accessible at all times.

ALCOHOL PERMITS

- Alcohol licenses are required and must be obtained through Montgomery County for all events where the user group sells alcohol or for all events that charge admission and alcohol is provided at no additional charge.
- Requests for alcohol permits must be made at least 30 days prior to the event date and will be granted at the discretion of Montgomery County Department of Liquor Control.
- Montgomery County Department of Liquor is located at 201 Edison Park Drive, Gaithersburg, MD 20878.



F. Scott Fitzgerald Theatre at Rockville Civic Center Park & Social Hall

HOUSE RULES & REGULATIONS (continued)

- Please contact them directly at 240-777-1900 or online at:
www.montgomerycountymd.gov/dlc for more information.

FOOD LICENSE PERMITS

- A Special Food Service License must be obtained and displayed on site for all events which the public is invited to and food is offered regardless of if food is free, donation based, or sold.
- Applications must be submitted at least 2 days prior to the event to the Montgomery County Department of Health and Human Services located at 255 Rockville Pike, 1st floor, Rockville, MD, 20850.
- A Montgomery County food inspector may visit the site to ensure food service rules are being followed.
- Please contact them directly at 240-777-3986 or online at:
<http://www.montgomerycountymd.gov/HHS-Special/LandRLicensingSpecialFood.html>